

**MINUTES**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, September 8, 2014**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:00 a.m.**

**ROLL CALL**

Diana Brown	<u>  x  </u>	Cole Runge	<u>  x  </u>
Vinnie Caldara	<u> Exc </u>	Mary Schlautman	<u>  x  </u>
Brandon Cooper	<u>     </u>	Julie Tetzlaff	<u>  x  </u>
Mallory Cornelius*	<u>  x  </u>	Lisa VanDonsel	<u>     </u>
Pat Finder-Stone	<u>  x  </u>	Derek Weyer	<u> Exc </u>
Kathy Hillary	<u>     </u>	Tina Whetung	<u>  x  </u>
Patty Kiewiz**	<u>  x  </u>	Genny Willemon	<u>     </u>
Greg Maloney	<u>  x  </u>	John Withbroe	<u>     </u>
Barbara Natelle	<u>     </u>	Vacant – BC Exec.	<u>     </u>
Sandy Popp	<u>  x  </u>	Vacant – BC Board	<u>     </u>

**OTHERS PRESENT:** Lisa J. Conard, Essie Fels for Patty Kiewiz\*\*, Christel Giesen, and Debbie Johnson for Mallory Cornelius\*.

C. Runge opened the meeting at 10:00 a.m.

**ORDER OF BUSINESS**

1. Introduction of Mallory Cornelius as the new ASPIRO representative.

Mallory Cornelius will be excused for the September and December meetings of the TCC and will be seated at the first meeting in 2015. Debbie Johnson will represent ASPIRO at today's meeting. Cole noted that this is the last official TCC meeting for Debbie and thanked her for her service.

Debbie Johnson stated that she will continue at ASPIRO as the coordinator for the International Project Search grant.

2. Approval of the June 9, 2014, Transportation Coordinating Committee (TCC) meeting minutes.

A motion was made by M. Schlautman, seconded by D. Johnson to approve the June 9, 2014, Transportation Coordinating Committee (TCC) meeting minutes. Motion carried.

3. Presentation of recommended CY 2015 Section 5310 Program funding awards by the Brown County TCC Section 5310 Program Review Subcommittee.

C. Runge provided a summary of the staff report.

On June 9, 2014, the Brown County Transportation Coordinating Committee (TCC) formed a five-person subcommittee to review project applications, score them, and attend one

subcommittee meeting to discuss the scores and develop funding recommendations to present to the full TCC.

On August 25, 2014, the five members of the Brown County TCC Section 5310 Program Review Subcommittee (consisting of TCC members Cole Runge, Mary Schlautman, Pat-Finder-Stone, and Lisa VanDonsel and BCPC staff member Lisa Conard) met to discuss and develop overall scores for two applications that were submitted by the August 15, 2014, deadline. WisDOT guidelines state that applications must receive at least 65 of the 100 possible points to be eligible for Section 5310 Program funds. The project descriptions and subcommittee recommendations are as follows:

**N.E.W. Curative Rehabilitation, Inc.:** Funding for two vehicles that each have 11 ambulatory and two wheelchair positions. Total project cost: \$108,000. Funding requested: \$86,400. Subcommittee recommended approval of this project with an overall score of 96.2 of 100 points.

**Green Bay Metro:** Funding for seven ADA-accessible bus stop shelters. Total project cost: \$35,000. Funding requested: \$28,000. Subcommittee recommended approval of this project with an overall score of 79.4 of 100 points.

If this recommendation is approved by the full TCC and the Brown County Planning Commission Board of Directors, the distribution of CY 2015 Section 5310 Program funds for the Green Bay Urbanized Area will be as follows:

<b>Funding available in CY 2015:</b>	<b>\$163,003</b>
Administration funding awarded to Green Bay Metro as the program's DR:	\$16,300
<b>Remaining funding available for projects:</b>	<b>\$146,703</b>
N.E.W. Curative Rehabilitation, Inc. - two vehicles	\$86,400
Green Bay Metro - seven bus shelters	\$28,000
<b>Balance (will be carried over into CY 2016 funding cycle):</b>	<b>\$32,303</b>

S. Popp asked C. Runge to explain the variation in points assigned to the two projects.

C. Runge stated that scoring was broken into categories. In one of the categories, applicants were asked to detail coordination efforts. Coordination was worth 40 of the 100 points available. N.E.W. Curative's application demonstrated a high level of coordination, but Green Bay Metro's application contained little discussion about coordination. This difference was the primary reason that Metro's score was lower than N.E.W. Curative's score.

C. Runge stated that the subcommittee felt both projects will be beneficial to the elderly and people with disabilities, and both projects exceeded the scoring standard for funding.

S. Popp asked about the bus shelters.

E. Fels stated that Metro is committed to providing additional accessible shelters for all of its clients. E. Fels stated that, if awarded, there would be an emphasis on placing the shelters on the west side of the service area.

C. Runge stated that a minimum of 55 percent of the funds have to be awarded to capital projects. Since both applications are requesting funding for capital projects, this will not be an issue.

L. Conard noted that an applicant can apply for both if certain conditions are met.

S. Popp asked if mobility management services could be funded under the new Section 5310 guidelines.

C. Runge stated yes. Mobility management functions serving the elderly and people with disabilities are eligible under Section 5310.

C. Runge stated that he spoke with staff at the Forward Service Corporation (a funding partner with Job Center of Wisconsin located in Green Bay providing mobility manager services). He was told that the services provided by the county's existing mobility manager will continue to focus on transporting low-income individuals to and from jobs. This means that the mobility manager position will not be eligible for funding under the Section 5310 Program because the position's focus is not on services for the elderly and people with disabilities.

4. Recommendation to the Brown County Planning Commission Board of Directors regarding CY 2015 Section 5310 Program funding awards.

A motion was made by S. Popp, seconded by P. Finder-Stone, to accept the subcommittee's funding recommendation and to recommend to the Brown County Planning Commission (BCPC) Board of Directors that both applications be funded at the requested levels. Motion carried with D. Brown (representing N.E.W. Curative) abstaining.

C. Runge and L. Conard stated that the TCC's funding recommendation will be considered at the next meeting of the BCPC Board of Directors and that the members of the TCC, Section 5310 applicants, and public are invited to attend the meeting. The meeting will be held on:

Wednesday, October 1, 2014  
Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
6:30 p.m.

5. Update regarding a Request for Proposals (RFP) for Green Bay Metro paratransit service providers.

*(Note: Discussion under this item is in regard to the Paratransit Program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.)*

C. Runge asked E. Fels to provide an update.

E. Fels stated that Green Bay Metro is in the process of accepting proposals for the provision of paratransit service. Proposals are due September 9, 2014.

S. Popp asked if Metro is expecting MV to submit a proposal.

E. Fels stated that Metro expects to receive a proposal from MV.

6. Round robin discussion about paratransit service.

*(Note: Discussion under this item is in regard to the Paratransit Program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.)*

M. Schlautman asked if an onsite interview (at the Green Bay Metro offices) is required for paratransit certification.

E. Fels responded yes. She also noted that Metro offers each paratransit applicant a fare-free paratransit ride to and from Metro's offices for the onsite interview.

M. Schlautman asked why it is required.

E. Fels stated that it has been Metro's practice to do so with all applicants.

L. Conard added that this is Metro's policy because it is not uncommon for an applicant to arrive at the appointment driving a personal vehicle and walking unaided into the building. To certify an applicant, Metro staff needs to determine if the applicant truly meets the paratransit eligibility requirements or if the applicant is instead able to use a personal vehicle and/or the fixed route bus service.

J. Tetzlaff (CP Center) stated that the courtesy and patience of MV's drivers have improved significantly over the last several months, which makes CP clients feel better. MV drivers are handling difficult situations (e.g. client restroom and boarding delays) better than they did in the past. As a result, CP clients and their caregivers are now more patient with MV when service issues occur. The client transportation process, particularly high volume wheelchair pick-ups at the end of the day, is going well. J. Tetzlaff added that Vinny Caldera (MV's manager) has done a great job of responding to her concerns.

M. Schlautman asked about interpretive services available for Spanish and other non-English speaking individuals for Metro's onsite applicant interviews. M. Schlautman also asked about fixed route bus information in other languages.

E. Fels stated that Metro staff is not required to provide interpretive services for in-person applicant interviews. Metro does, however, provide route guides in Spanish.

Discussion occurred regarding federal Title VI and Americans with Disabilities Act (ADA) requirements.

L. Conard noted that Metro's service area meets the "Safe Harbor" threshold for Spanish speaking individuals. Metro does not meet the threshold for any other language. Therefore, Metro is required to provide the paratransit application in Spanish, which it does.

E. Fels stated that she will gather information regarding compliance and report back to the TCC.

7. Discussion and possible action regarding rescheduling the TCC's December 15, 2014, meeting.

C. Runge stated that the Aging and Disabilities Resource Center of Brown County has requested the next meeting of the TCC be rescheduled to accommodate the State 85.21 application schedule.

A motion was made by J. Tetzlaff, seconded by G. Maloney, to change the date of the next meeting to the date listed below. Motion carried.

**Monday, December 1, 2014**  
Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:00 a.m.

8. Other matters.

*(Note: This discussion is in regard to Non-Emergency Medical Transportation (NEMT) provided by the State of Wisconsin Department of Human Services to qualifying Medicaid and BadgerCare Plus clients under contract with MTM, a private transportation brokerage.)*

S. Popp updated the TCC on the status of the Wisconsin State Legislature Legislative Audit Bureau's audit of MTM.

S. Popp stated that the Bureau has just concluded the consumer experience portion of the audit. S. Popp stated the Bureau plans on evaluating past practice (largely a county by county system with the use of some volunteers and paid providers) and if any cost efficiencies have been realized with the statewide brokerage system.

G. Maloney (Brown County Human Services Department) stated he was on the phone/on-hold with MTM on behalf of a client for one hour and twenty minutes on September 5, 2014, trying to arrange a ride to and from a dentist. During the first 45 minutes of the call, G. Maloney and the client answered questions from the MTM representative regarding the availability of other transportation options and trip details. After this information was collected, it took an additional 35 minutes for the MTM representative to find an available transportation provider for the client's trip.

This experience was discussed by the TCC members. Members of the TCC stated that their clients have had similar experiences with MTM. Many TCC members expressed that they believe this is a tactic used by MTM to persuade clients to give up and make other (non-MTM) transportation arrangements. This increases MTM's profits because the company gets to keep more of the money it receives through its contract with the Wisconsin Department of Health Services (DHS).

L. Conard asked S. Popp to provide the timeline for the completion of the audit.

S. Popp stated that the Bureau intends to finish the audit by December of 2014.

L. Conard asked if the audit was going to contain recommendations or if it was just a finding-of-fact audit.

S. Popp stated that she thinks it will be a finding-of-fact audit.

C. Runge asked S. Popp to send him a digital version of the audit if it is finished before the December 1, 2014, TCC meeting. If he receives it before the December 1 meeting, he will forward it to the TCC members so it can be discussed at the meeting.

C. Runge stated that the DHS's first attempt at a statewide brokerage system (with LogistiCare) failed. He then asked S. Popp if she believes the state will make a third attempt to establish a statewide brokerage system if MTM also fails.

S. Popp stated that she does not know what the state will do if MTM fails, but she believes the best brokerage model would be a regional one.

P. Finder-Stone suggested that the TCC send a letter to the Bureau and state legislators who represent Brown County that details the experiences of local MTM clients and their caregivers/representatives. The committee members agreed that this letter should be prepared and sent.

C. Runge stated he would prepare a letter on behalf of the TCC, but he requested that the committee members provide him with more than just anecdotal accounts of problems to mention in the letter.

C. Runge stated that if this letter is prepared and sent before the November election, he will copy the letter to the incumbents and their challengers to ensure that all of Brown County's state legislators are aware of these issues before the next legislative session begins.

9. Adjourn.

C. Runge closed the meeting at 11:05 a.m.